How Do I Add a Position

NOTE: Only agencies with Delegated Classification Authority may add regular positions. All other agencies should contact the Division of Personnel Services.

SCENARIO: New Part-time, Temporary, Unclassified position

STEP 1:	Select the menu hyperlinks in the following order: **Organizational Development, Position Management, Maintain Positions/Budgets, Add/Update Position Info**
Expected Results:	You should now see the Add/Update Position Info search page.

STEP 2:	Select the **Add A New Value** hyperlink
Expected Results:	The Add New Value dialogue will display.

STEP 3:	Click the **Add** button.
Expected Results:	The Description page will display with today's date in the "Effective Date" field.

STEP 4:	Type the **Date** that the new position begins in the "Effective Date" field.
Expected Results:	The effective date will display.

STEP 5:	Click on the **Job Code field** and type the **Job Code** for this position and then hit **Tab**.
Expected Results:	The job title, salary information, work period and standard hours will display.

STEP 6:	Click on the **Reg/Temp** field and choose Temporary. Hit **Tab**.
Expected Results:	The temporary status will display.

STEP 7:	Click on the **Full/Part Time** field and choose Part-time for this position and then hit **Tab**.
Expected Results:	The Full/Part Time option "Part Time" will display.

STEP 8:	Type the **10-digit Department ID** where this position is assigned and hit **Tab**.
Expected Results:	The Department description and Location information will display.

STEP 9:	Click on the Company field. Type **SOK.**
Expected Results:	The company "State of Kansas" will display

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STEP 10:	Click on the Reports To field and type the **Position Number** of the supervisor for this position and then hit **Tab**.
Expected Results:	The job title of the supervisor will display.

STEP 11:	Move to the Specific Information page by clicking on the **Folder Tab** titled **Specific Information** (top of the page) or the **hyperlink** titled **Specific Information** (bottom of the page) or the **Next tab button** (bottom of the page)
Expected Results:	The Specific Information page will display.

STEP 12:	Click in the "**Position Pool ID**" field. Type the **Position Pool** for this position. Tab out.
Expected Results:	The pool description will show.

STEP 13:	Click on the **Classified Indicator,** use the drop down arrow to choose "**Unclassifd**" and hit **Tab**.
Expected Results:	The Classified Indicator status of Unclassified will display.

STEP 14:	Click on the FTE field. Type **.50** (or the correct FTE less than 1)and hit **Tab**. Be sure to change the Standard Hours on the Description page.
Expected Results:	The FTE will display.

STEP 15:	Move to the Kansas Information page by clicking on the **Folder Tab** titled **Kansas Information** (top of the page) or the **hyperlink** titled **Kansas Information** (bottom of the page) or by the **Next tab button twice** (bottom of the page).
Expected Results:	The Kansas Information page will display.

STEP 16:	**Click** in the "County" field. Type the **county code** for this position and hit **Tab.**
Expected Results:	The county will display.

STEP 17:	Click the drop down arrow to choose an **Employee Class** and hit **Tab**.

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Expected Results:	The Employee Class will display.

STEP 18:	Click on **Work Schedule** field. Type the correct work schedule for this position and hit **Tab**.
Expected Results:	The work schedule will display.

STEP 19:	**Click on the Supervisory field. Choose the a supervisory value** and hit **Tab**.
Expected Results:	The Supervisory level will display.

STEP 20:	**Click the drop down arrow to choose the Designated/Commercial Driver designation** and hit **Tab**.
Expected Results:	The Designated/Commercial Driver designation will display.

STEP 21:	**Click on the drop down arrow to choose the Salary Authorized By designation** then hit **Tab**.
Expected Results:	The Salary Authorized By designation will display.

STEP 22:	**Click the Save button.**
Expected Results:	The Save message will flash briefly on the screen.